Position Description – Program Coordinator – LeDuc
Dakota County Historical Society
9th June 2017

Description
The Program Coordinator (PC) is the primary point-of-contact for new and established volunteers of the Dakota County Historical Society (DCHS) at the LeDuc Historic Estate. The PC will facilitate positive experiences with all volunteers and guests while promoting the mission of DCHS while on-site and during community outreach activities. The PC may be required to fill-in for tours and conduct other duties as needed and assigned.

DCHS works with more than 200 volunteers that contribute a combined total of more than 12,000 hours every year. Volunteers assist with program development, research, writing, site hosting, special events, office work, gardening, collections management, exhibits, and more. The Society relies on these talented people to support an aggressive schedule of 75+ public programs and exhibits annually, allowing the Society to reach an audience of 90,000 individuals.

This is a seasonal position to end on December 31, 2017, with the potential to extend to 2018.

Responsibilities
1. Volunteer Recruitment and Orientation
   a. Welcome and orient volunteers to individual and large-group volunteer experiences at the LeDuc Historic Estate.
   b. Work with LeDuc Site Manager (SM) to plan, conduct, and evaluate volunteer recruitment activities.
      i. Plan and conduct quarterly volunteer recruitment events including volunteer teas, information sessions, outreach activities, etc.
      ii. Evaluate success of recruitment activities.
      iii. Actively seek new and diverse opportunities to recruit volunteers within and outside the LeDuc and Hastings community.
      iv. Guide prospective and interested individuals through the volunteer application process (complete paperwork, interview, match strengths and interests with organizational needs).
   c. Understand and clearly convey overall Society goals, mission, and programs to all prospective and new volunteers.
   d. Work with SM-L to plan and conduct volunteer orientation sessions.
   e. Evaluate volunteer orientation sessions and make adjustments as needed.

2. Volunteer Program Management
   a. Match volunteer interests and strengths with volunteer opportunities and organizational needs.
   b. Maintain volunteer activity records and prepare reports on volunteer activity quarterly and/or as needed.
   c. Work with SM-L to evaluate volunteer performance and make adjustments where necessary.
   d. Actively seek information on best practices, participate in best practice training activities, and make adjustments to the DCHS volunteer program where needed and appropriate.
   e. Participate in the planning and execution of yearly volunteer recognition event, and informal recognition and thank-you events and activities on an ongoing basis.
   f. Market to the larger public the opportunities at the site, via county website, our estate website and the Facebook page.
3. Special Events and Programming  
   a. Work with SM-L to determine volunteer staffing needs for special events and programs.  
   b. Assist with special programs, including but not limited to rentals and special events,  
      often held on evenings and weekends, as needed and assigned.

4. Museum Store  
   a. Staff admission counter and gift shop as needed.

5. Site Maintenance & Safety  
   a. Help ensure the safety of the visiting public and respond calmly and professionally to  
      emergencies. Follow institutional procedures.  
   b. Complete light housekeeping/maintenance tasks as needed.

6. General  
   a. Assist with office work as needed.  
   b. Complete daily opening and/or closing tasks, depending on shift.  
   c. Other tasks as assigned.

Classification  
Non-Exempt (hourly)  
Program Coordinator Only: Part-time, Average 15 hours/week  
*Varies by season, May through November tour season is busiest.*

Skills and Experience  
Minimum Education – High School Graduate

Required – excellent communication & organizational skills; enthusiasm for working with and  
empowering volunteers.

Desired – strong interest in history, flexibility, sense of humor, ability to work with a wide range  
of personalities, and experience in teaching, museum interpretation, drama or storytelling.

Compensation  
$12/hour  
Health Benefits: None  
Flex Time: None  
Unpaid Time Off: Yes

Work Week  
Typically 2-3 days per week  
Seasonal, to end on December 31, 2017 with potential to extend to 2018  
15 hours per week, 29 weeks  
Flexible but will require some evenings & weekends

The deadline to apply is June 26, 2017  
To apply online, send to: dakotahistory@co.dakota.mn.us

To apply via mail, send to: Matt Carter  
Dakota County Historical Society
130 3rd Avenue N
South St. Paul, MN 55075